

Chairman Harris Simmons

From: Chairman Harris Simmons
Sent: Thursday, February 27, 2020 4:47 PM
Subject: Coronavirus Planning and Prevention



Dear Colleagues:

As concern about coronavirus — the upper-respiratory infection that was first diagnosed in humans in Wuhan, China, in late 2019 and has spread to the United States in recent days — grows worldwide, employees should be aware of the steps taken by Zions Bancorporation to respond to this situation and focus on the safety of our employees and customers.

The company has a plan for a possible onset of a public health or pandemic crisis. We have activated a Coronavirus Task Force to ensure the company has the ability to operate during and recover from a possible outbreak in our footprint. We are being diligent about planning while recognizing at this point it's a possibility, and not necessarily a probability that an outbreak will occur. The team is continually monitoring updates from the World Health Organization, the Centers for Disease Control, local government public health services websites and other credible sources.

Enterprise Risk Management, Human Resources, and affiliate Facilities/Property Management partners are just a few of the company's business lines working to support the continuation of business with issues ranging from technology support for those working from home, as well as procedures to ensure that our locations are safe. We are also developing communications to help prepare our customers.

Employee Responsibilities: How Can You Help?

Zions Bancorporation and its affiliates encourage employees to remain vigilant and ensure preventive measures are taken.

- Employees are strongly encouraged to stay home if you are feeling ill; to practice healthy hygiene by washing hands regularly including

using sanitizers after handling cash; and to practice proper hygiene etiquette when coughing and sneezing.

- For employees who can work remotely, consider taking your laptop home every day, a common practice that ensures business resiliency should the need to work from home arise. Make sure to keep your laptop passwords and network updates current.
- Visit the Emergency Preparedness link at [ZionsFamily.com](https://www.zionsfamily.com). This includes tips for preparing for any type of natural disaster, including the pandemic flu planning guide from the [Centers for Disease Control](https://www.cdc.gov).
- When possible, participate in remote meetings via Skype, Microsoft Teams or phone instead of traveling.

Resources:

- [Centers for Disease Control Pandemic Resources](#)
- [Coronavirus \(COVID-19\) Fact Sheet](#)

Zions Bancorporation is taking this seriously and being thoughtful in the planning process for what we hope will be a nonevent. Employees should contact their manager or HR business partner if there are any concerns.

Sincerely,



Harris H. Simmons
Chairman and CEO

ZIONS BANCORPORATION

This is an official Zions Bancorporation communication.